



Indiana Department of Education

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

Bilingual Dictionary Request: 2013-14 Assessments

Introduction

A list of approved dictionaries for Indiana assessments is provided in *Appendix I* of the *Indiana Assessment Program Manual* (<http://www.doe.in.gov/achievement/assessment>). Any bilingual dictionary not identified in the *Indiana Assessment Program Manual* must be approved by the Indiana Department of Education. Requests must be made **at least four weeks prior to the assessment window** (see below for specific dates based on testing windows).

Requirements

- The accommodation to use a bilingual word-to-word dictionary must also be part of the student's ILP and used consistently in the classroom.
- The dictionary must be a word-to-word dictionary and cannot include any additional information (e.g., English grammar, list of irregular verbs, examples of English phrases).

Process

Local

- To request use of a specific bilingual word-to-word dictionary, submit the following documents **on or before the date indicated below (based on a particular testing window)** to the Office of Student Assessment **via fax at 317-233-2196**:
 - ✓ Bilingual Dictionary Request form
 - ✓ A copy of the dictionary's
 - front cover;
 - table of contents; and
 - title page (must include information on the author(s), publisher, and ISBN number)
 - ✓ A sample page from the dictionary
 - ✓ Your signed affirmation that the dictionary requested does not contain any additional information beyond word-to-word translations (See signature line on request form)
- Upon receipt of the request form and the required documentation, an email will be sent confirming receipt.

Submit a **Bilingual Dictionary Request Form** for the appropriate testing window (form due date appears after each window). Additional copies of the form must be submitted if more than one request is needed.

Assessment	Form Due	Assessment	Form Due
ISTEP+ App Skills	February 3, 2014	ECA-Fall	September 23, 2013
ISTEP+ M/C	March 31, 2014	ECA-Early Winter	November 11, 2013
IMAST	March 31, 2014	ECA-Late Winter	January 13, 2014
IREAD-3 (Spring)	February 17, 2014	ECA-Spring	March 24, 2014
IREAD-3 (Summer)	May 16, 2014	ECA-Summer	May 22, 2014

IDOE

- The Director of Student Assessment will ensure review of requests.
- The results of the review will be communicated to schools/corporations approximately two weeks after receipt of the request.



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Bilingual Dictionary Request Form: 2013-14 Assessments

Select **ONE** testing window (form due date appears after each window):

- | | |
|--|--|
| <input type="checkbox"/> ISTEP+ App Skills (February 3, 2014) | <input type="checkbox"/> ECA-Fall (September 23, 2013) |
| <input type="checkbox"/> ISTEP+ M/C (March 31, 2014) | <input type="checkbox"/> ECA-Early Winter (November 11, 2013) |
| <input type="checkbox"/> IMAST (March 31, 2014) | <input type="checkbox"/> ECA-Late Winter (January 13, 2014) |
| <input type="checkbox"/> IREAD-3-Spring (February 17, 2014) | <input type="checkbox"/> ECA-Spring (March 24, 2014) |
| | <input type="checkbox"/> ECA-Summer (May 22, 2014) |

Additional copies of the form must be submitted if more than one bilingual dictionary request is needed.

1) Date of Request: _____

Corporation Name and Number: _____

School Name(s) and Number(s): _____

Person Submitting Request: _____

Title: _____

Telephone Number: (_____) _____

Email Address: _____

Name of Dictionary: _____

2) By signing below, I affirm that the dictionary requested is word-to-word translation only.

Signature: _____ Date: _____

Print Name: _____

IMPORTANT: Be sure to submit the following documents **on or before the date indicated above (based on a particular testing window)** to the Office of Student Assessment **via fax at 317-233-2196**:

- ✓ A **signed Bilingual Dictionary Request** form (this document)
- ✓ A copy of the dictionary's:
 - front cover;
 - table of contents; and
 - title page (must include information on the author(s), publisher, and ISBN number)
- ✓ A sample page from the dictionary

If you have questions, please contact **Linda Potter**, Assessment Support Specialist, by calling 317-232-9050 or via email at lpotter@doe.in.gov.

FOR IDOE USE ONLY

____ Approved ____ Not Approved Date: _____ Initials: _____